



# A Guide for Accessing Microsoft Teams Webinars

This step-by-step guide outlines how to join a Microsoft Teams webinar using a personal device (mobile phone, laptop, tablet/iPad)

## User Guidelines

- Confidentiality – anything discussed in the group remains in the group unless there is a potential safeguarding issue or any clinically relevant information that will need to be added to your patient record.
- Webcam/Microphone – your webcam and microphone will be turned off when you enter the webinar. The facilitator can enable your webcam/microphone if appropriate. If you have any questions, please use the chat function.
- Please use headphones for all calls to ensure confidentiality is maintained for all parties - especially if there are family members who are at home. Headphones can also improve the sound quality.
- The session may be recorded, this will be explained at the start of the webinar.
- Members can leave the session at any time.
- Feedback may be requested about your experience of the webinar and the value of the webinar
- Please ensure you follow the appropriate guidance below

Prior to the commencement of your Microsoft Teams webinar, please select one of the below options instructing how to access your meeting:

[Click here to join a meeting via a computer](#)

[Click here to join a meeting via a mobile phone \(iphone or ipad\)](#)

[Click here to join a meeting via a mobile phone \(android or tablet\)](#)

[Click for more information on mobile data usage](#)

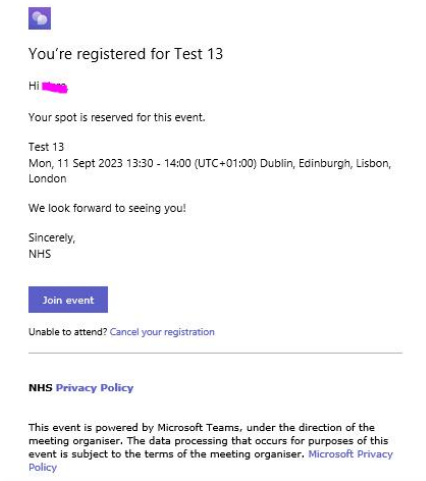
## Do you have a Microsoft Teams Corporate account (work account) at work?

Please Note, if you are accessing a Teams webinar, this should **not** be done via your work computer/laptop as it can reveal your personal details. Please access it via a personal laptop or a personal mobile device and do not include any corporate login.

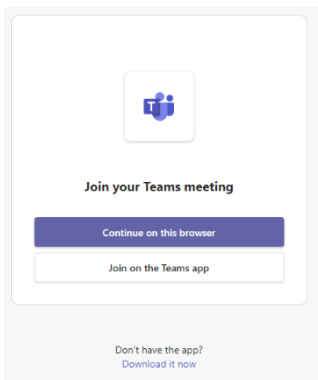


Note that Microsoft Teams is an ever-evolving tool and **you might experience small incremental changes** to the meeting experience.

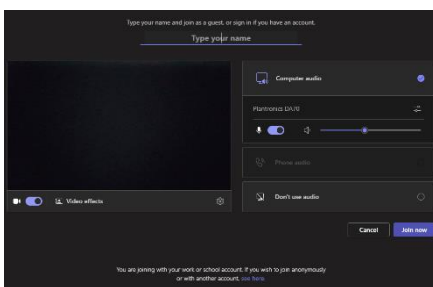
# Join a Meeting via a Computer



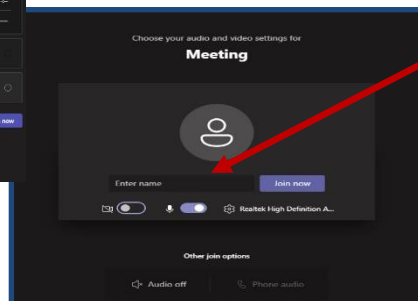
**Step 1:** Once you have registered for the event, you should receive an email confirmation. To join the event, click the **Join event**



**Step 2:** Select **Continue on this Browser**

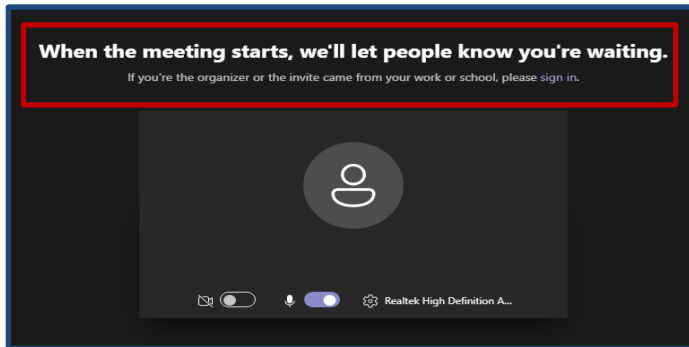
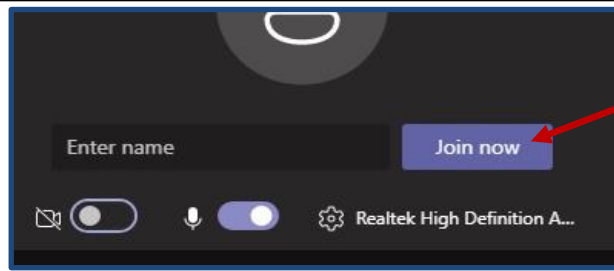


**Step 3:** You can add your name here, please chose something unidentifiable if you wish to remain anonymous.





### Step 3: Click Join Now



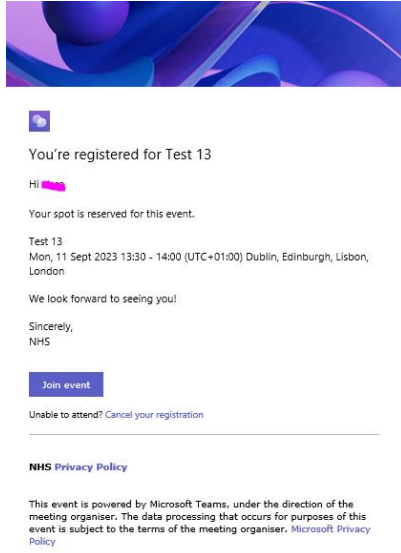
A banner will appear at the top of your screen informing you that you will enter the meeting shortly.

Please wait until you are accepted into the meeting.

# Join a Webinar via a Mobile Phone – iPhone/iPad

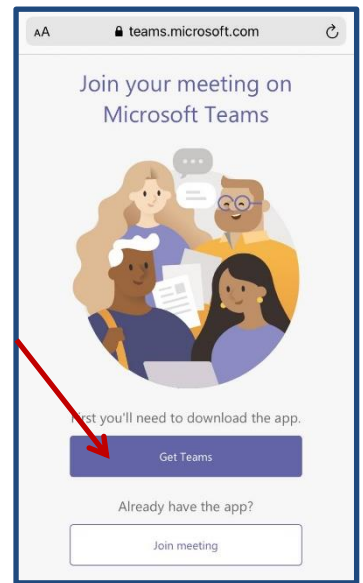


**Please Note:** The Microsoft Teams app will need to be installed for the meeting to take place. It can be uninstalled after the meeting

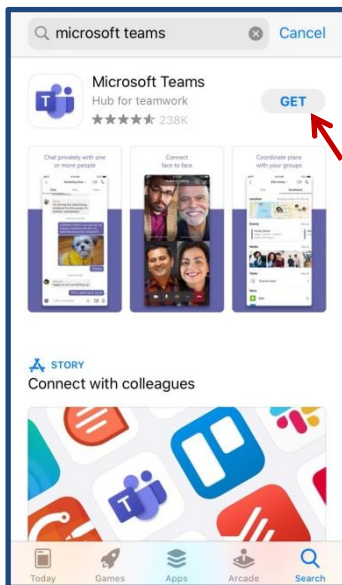


**Step 1:** Open the meeting request email.

**Step 2:** Click the link 'join event'.



**Step 3:** Select **Get Teams**

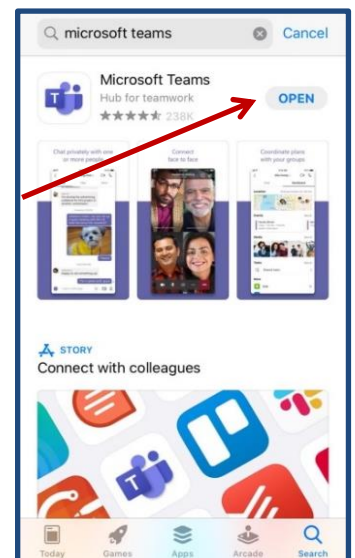


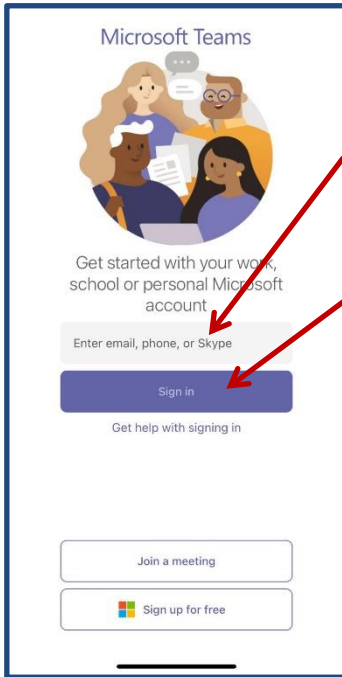
**Step 4:** Select **Get**



**Please Note:** The installation process will take a few moments

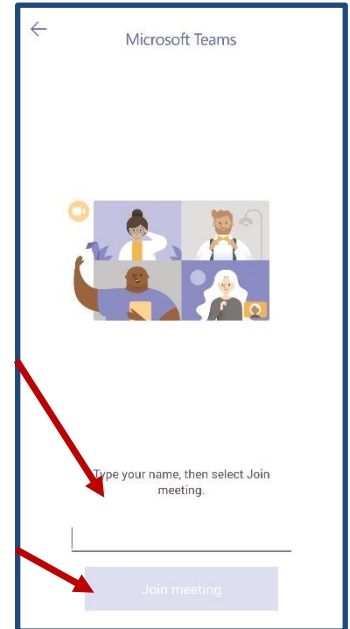
**Step 5:** Click **Open**





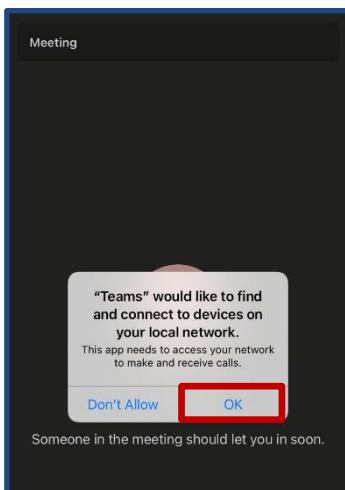
**Step 6:** Enter your personal email address

**Step 7:** Click **Sign In**



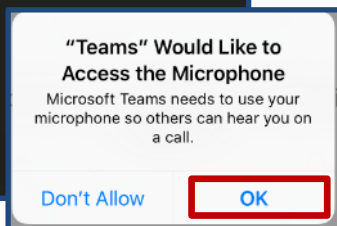
**Step 3:** Enter your **first name** only

Please erase all previous names

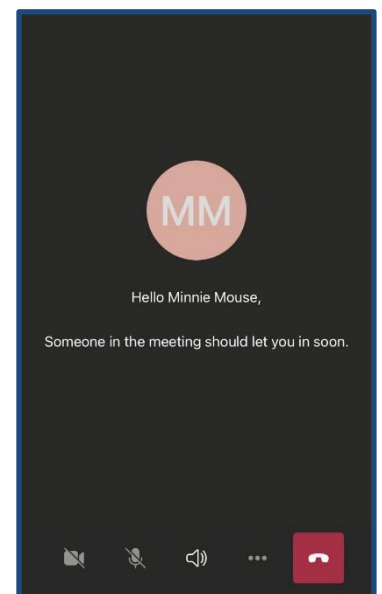


**Please Note:** Teams will require access to your local network, microphone, and camera

**Step 9:** Select **OK**



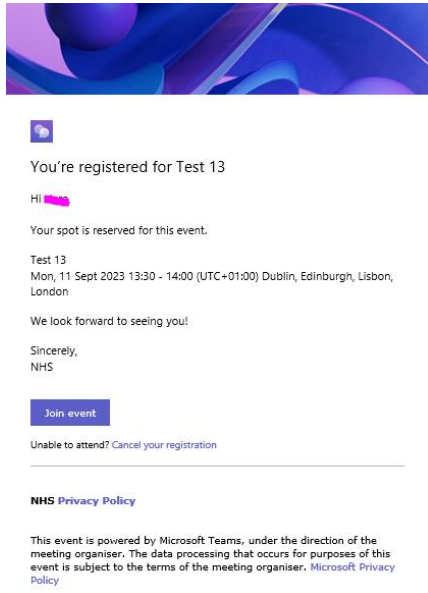
You will be presented with the lobby screen – please wait here until you are admitted into the meeting



# Join a Meeting via a Mobile Phone – Android/Tablet



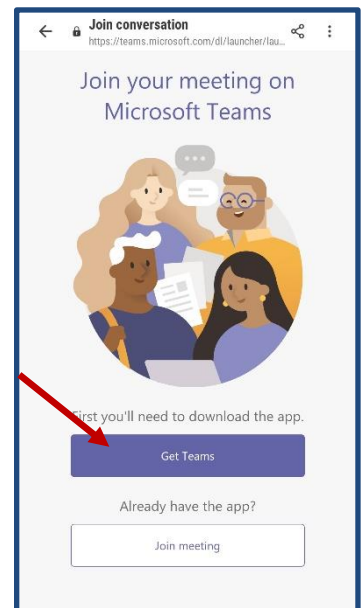
**Please Note:** The Microsoft Teams app will need to be installed for the webinar to take place. It can be uninstalled after the meeting



**Step 1:** Open the meeting request email

**Step 2:** Select **Click here to join the meeting link**

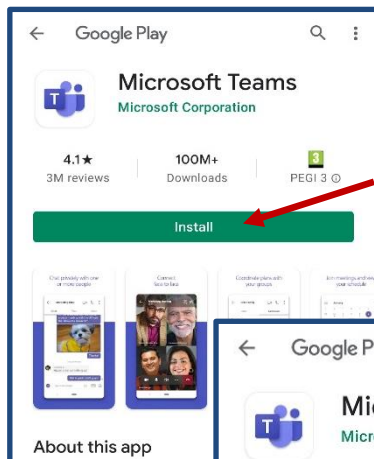
**Step 3:** Click **Get Teams**



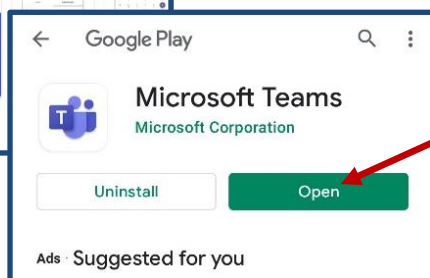
**Step 4:** Select **Install**

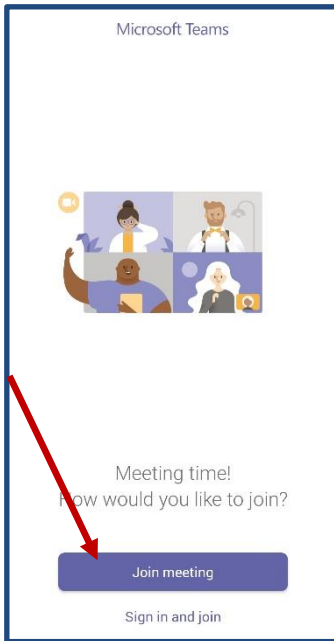


**Please Note:** The installation process will take a few minutes



**Step 5:** Select **Open**

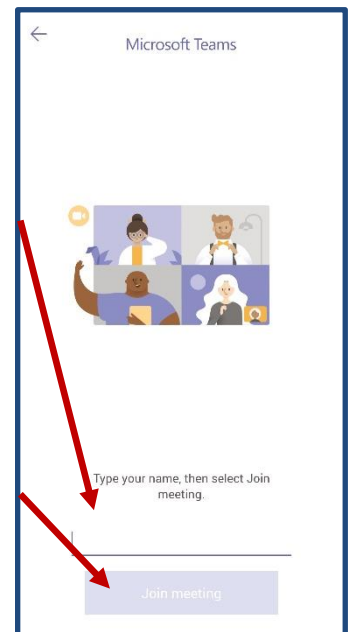




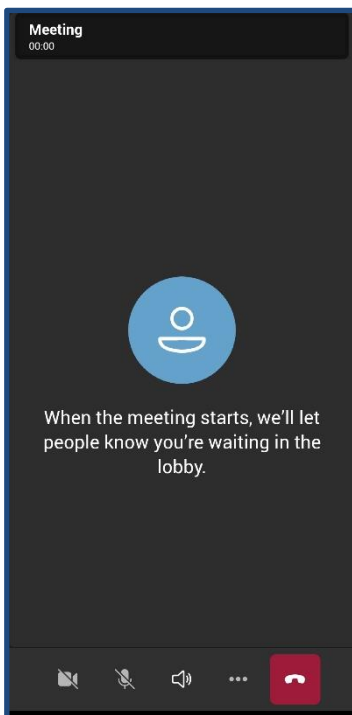
**Step 6: Click Join Meeting**

**Step 7: Enter your first name only**

Please erase all previous names



**Step 8: Select Join Meeting**



You will be presented with the lobby screen – please wait here until you are admitted into the meeting

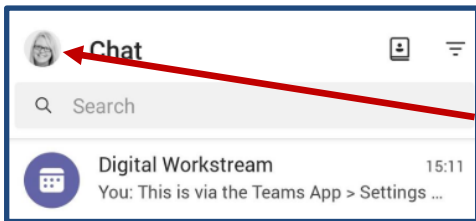
# Mobile Data Usage

## How much internet data will I use?

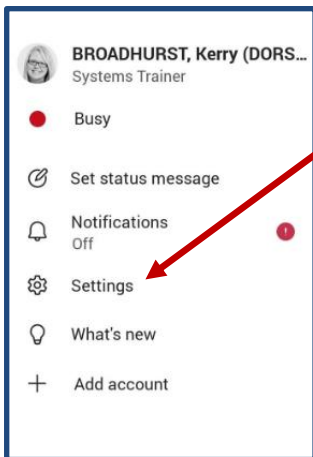
Where possible we recommend using Wi-Fi.

For a 60-minute meeting the data usage will differ from 250mb to 1,500mb. This will vary dependant on the quality of the video, recordings etc.

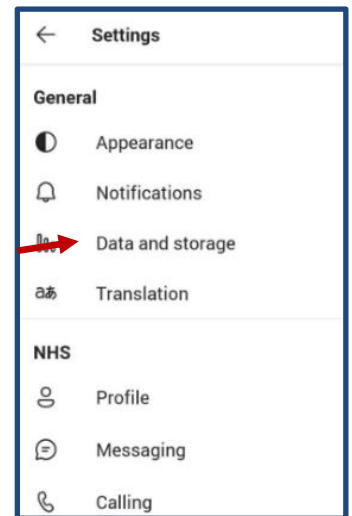
You can amend the data usage on the mobile phone Microsoft Teams app.



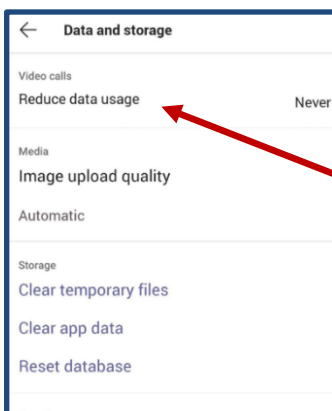
**Step 1:** Click your icon (a designate picture or initials will display here)



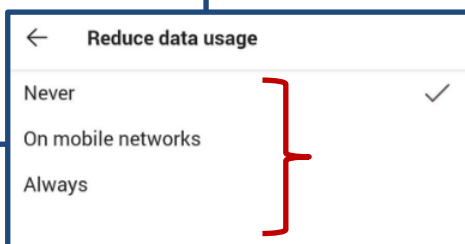
**Step 2:** Select **Settings**



**Step 3:** Click **Data and Storage**



**Step 4:** By selecting the **Reduce Data Usage** option, you will have the ability to change these settings



**Step 5:** Tick the option to amend the mobile data usage